

Plant Clearance Automated Reutilization Screening System PLCO GUI/WWW Phase 1

System Administrator User's Guide

Version 1.3.1

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1. An Introduction to PCARSS

Welcome to the Plant Clearance Automated Reutilization Screening System (PCARSS). PCARSS takes advantage of some of the most state-of-the-art forms of communication while processing excess government property data through the Plant Clearance disposition cycle. This cycle ensures that excess property is disposed of in a manner that affords the Government maximum reuse of serviceable property.

Government agencies screen excess property for reuse prior to disposition by donation, sale, or disposal. The Plant Clearance screening cycle ensures that information on the availability of excess government property is widely distributed. PCARSS facilitates this cycle by processing excess property information online via flat file transfers in the PLCO GUI application and the World Wide Web.

PCARSS allows the Government to account for government property that is located at contractors plant sites and that is no longer required to support a contract with the government. Through PCARSS, contractors electronically notify Plant Clearance Officers (PLCO) that excess equipment is available for other parties. The PLCO will process the information so that other parties, known as screeners, can “screen” the PCARSS database for items they might be able to use. Screeners send requisitions to the PLCO and the PLCO processes the requisition and forwards disposition instructions to the Contractor. The PLCO can also use PCARSS to instigate a sale of the excess items or to dispose of them in other ways (scrap, abandonment, etc.).

1.1. About this User's Guide

This User's Guide is designed to introduce you to the administrative tasks required in installing, setting up, and maintaining PCARSS.

The PCARSS PLCO Administrative User's Guide provides information on how to use installing PCARSS and setting up users and security groups. Each of these functions and “how to” steps necessary to perform each function are divided into chapters in this User's Guide.

Throughout this guide, special text information is formatted as follows:

- **Bold type:** Field names, push buttons, and toolbar icons will be shown in bold type as they appear on the screen.
- *Smaller, italic type:* Used in descriptive callouts for Figures (usually PCARSS screens with a number of fields, buttons, etc.)

Each chapter is divided into several sections that represent the necessary steps to perform the function. The start of each chapter includes an overview, a quick reference table if you are looking for a specific task, and an introduction to the function's screens, fields, buttons and icons.

The PCARSS PLCO Administrative User's Guide contains the following:

Chapter Number	Chapter Title	Chapter Begins on:
1	Introduction	1-1
2	Installation Instructions	2-1
3	Setting Up Users and Security Groups	3-1
4	Setting User Preferences	4-1
A	Appendix – Database Rights Table	A-1

1.2. What's in this Chapter

Below is a quick reference table that lists the sections in this chapter of the PCARSS Administrative User's Guide:

Table 1-1 Introduction Chapter Sections

If you want to...	Turn to...
Review types of security available in PCARSS	Page 1-3
Review PCARSS Application Conventions	Page 1-4
Review the conventions of PCARSS windows and screens	Page 1-11
Review the conventions of PCARSS menus and submenus	Page 1-14
Review the conventions of the PCARSS toolbar icons	Page 1-16
Review entering, searching for, and saving data in PCARSS.	Page 1-19
Review the types of fields in PCARSS	Page 1-19
Review the search process for data in PCARSS	Page 1-23
Review how to save your work in PCARSS	Page 1-24
Review information about the	Page 1-24

If you want to...	Turn to...
various System Logs	
Review Backup and recovery procedures	Page 1-24

1.2.1.Types of Security Available in PCARSS

Security is crucial to administrative functions in software systems. This section discusses security issues in PCARSS. Two levels of security are available: Application level security and Database security. Application level security limits the ability to actually logon and use PCARSS by requiring a valid username and password to open PCARRS. Database Security limits who can manipulate PCARSS data and from where. These two types work in conjunction with one another but you also need to be familiar with each type.

How and where each type of security is set up and controlled differs. Each type is explained further below.

1.2.1.1. Application Level Security

Every PCARSS user experiences application level security when he or she logs into PCARSS and enters a password. If you do not enter a valid username or password, PCARSS will not open. If you are the Oracle Database Administrator (DBA) you will set up this level of security and will establish the first password and username for each PCARSS user. After a user logs on to PCARSS for the very first time, he or she can change his or her password. However, only the DBA has the ability to change user names. In addition to establishing users and passwords at the Oracle level, you also need to set up and manage users in PCARSS. This is done in the User application off the Functions menu. A user must be set up in BOTH places before PCARSS will recognize him or her. For instructions on how to set up users and passwords at the Oracle level, refer to your Oracle User's Guide. For instructions on setting up and managing Users at the PCARSS level, see section 3, Setting Up Users and Security Groups.

1.2.1.2. Database Level Security

Database level security limits a user's access to activities within PCARSS applications (Functions) that manipulate the data in the PCARSS database. These activities, also known as database rights, are assigned at the group level. You can give or deny users the following database rights in PCARSS:

- SELECT – allows a user to view PCARSS records;
- INSERT – allows a user to add records;
- UPDATE – allows a user to edit records; and

- **DELETE** – allows a user to delete records.

Users with INSERT, UPDATE, or DELETE rights, automatically have SELECT rights. Refer to Appendix A for how these database types affect the tasks you can perform in each PCARSS Function.

1.3. PCARSS Overview

This section briefly describes the major components of the standard PCARSS online environment. These include the PCARSS windows, menu bar, and toolbar.

1.3.1. The PCARSS Windows

PCARSS windows follow the standard layout and operation for all Windows products. The main elements of a PCARSS window are as follows:

- **Menu Bar** — A set of pull-down, cascading menu lists from which to select various PCARSS functions and system-wide tasks. See sections 1.3.2 and 1.5.2.
- **Toolbar** — A set of graphic buttons (icons) that represent the various functions you can do in PCARSS. Click to select and open the corresponding function or task. See sections 1.3.3 and 1.5.3.
- **Minimize/Maximize/Close Buttons** — Standard Windows resizing buttons that can minimize, maximize, or close the active (current) PCARSS screen.
- **Status/Information Bar** — Another standard Windows feature, the status line displays very useful information about the current process, function, or field across the bottom of each window. In PCARSS, clicking in a field produces a description about that field in the status bar, such as the number of characters required for a correct entry.

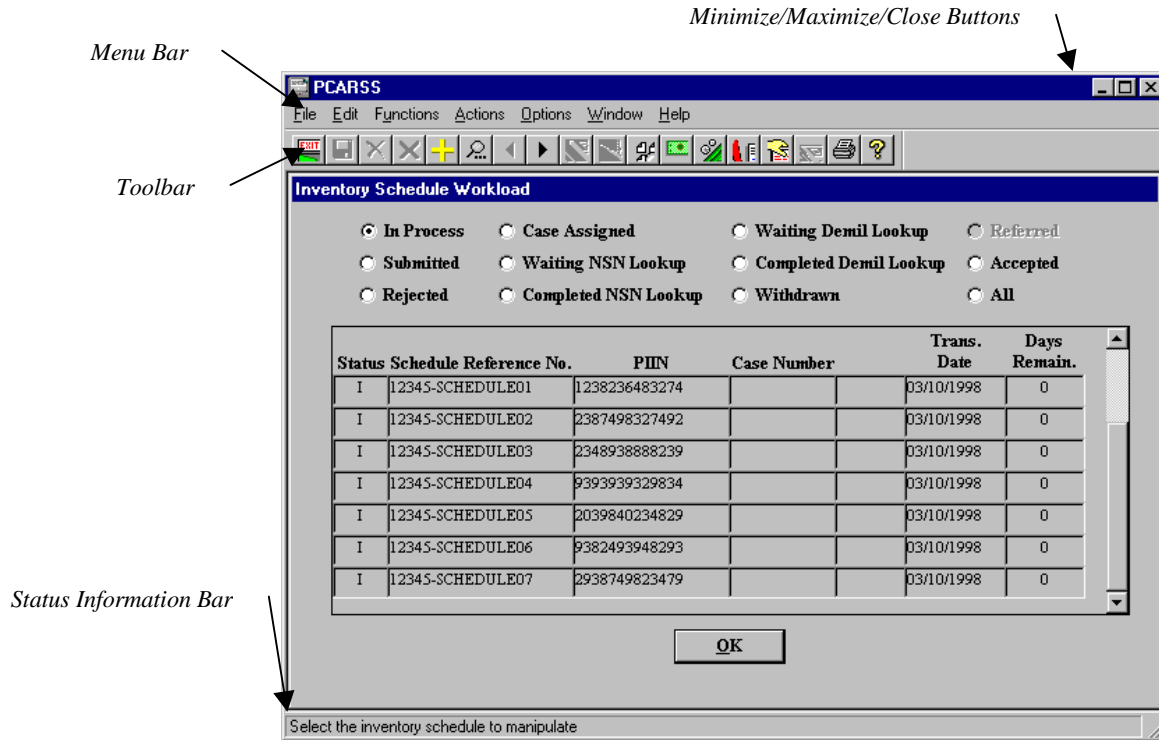
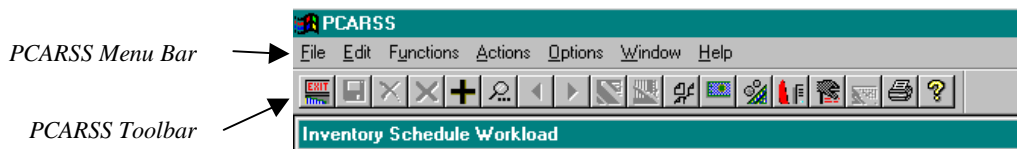


Figure 1-1 Standard Elements of a PCARSS Window

As found in most standard Windows applications, the menu bar is located at the top of every PCARSS screen, with the Toolbar immediately underneath (default position) like this:



Exploded view of PCARSS Menu Bar and Toolbar

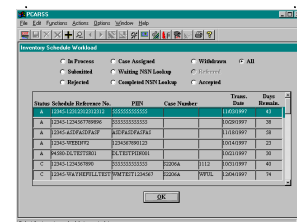


Figure 1-2 PCARSS Menu Bar & Toolbar

1.3.2.The PCARSS Menu Bar

The PCARSS menu bar contains menus and submenus of PCARSS functions and actions. You can select from a menu using the mouse or by using the keyboard. If you use the keyboard, type **Alt** + the underlined letter of the menu pick. For example, the save process appears as **S**ave on the File menu. To select save using the keyboard method, type **ALT + F + S**.



Figure 1-3 The PLCO GUI Menu

In the step-by-step procedures of this guide, menu and submenu names appear in the order that you need to choose them and will always be in a “Select” sentence. For example: **From the File menu select Print, Report**” means to select the File menu, then the Print option, and then the Report option from the cascading Print submenu as shown below:

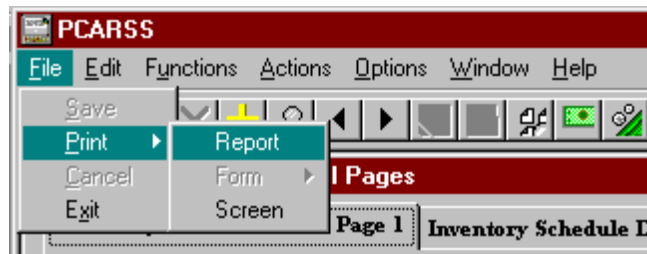


Figure 1-4 Example of PCARSS Menu and Submenu

1.3.3.The PCARSS Toolbar

On the toolbar (located beneath the menu bar), you will notice a set of “buttons”. These specialized buttons are called “icons”. Each icon is square, has a small graphic showing, and can quickly access specific PCARSS functions or perform important system-wide tasks like printing and Help. Throughout the PCARSS manual these icons are referred to by their function and are shown in **bold** type.



Figure 1-5 PCARSS GUI Toolbar

When you “rollover” a toolbar icon with your mouse cursor, a pop-up box will appear with the name of the function or action that is enabled when you click the icon.

For a more detailed description of the toolbar icons, see section 1.5.3.

1.4. Logging On, Password, and Exiting Procedures

This section describes how to initially logon to PCARSS and enter the application, how to enter and change your password codes, and how to exit from the logon screen without opening the application.

To start PCARSS PLCO GUI, double-click on your PCARSS program icon. The PCARSS PLCO GUI Logon screen appears:

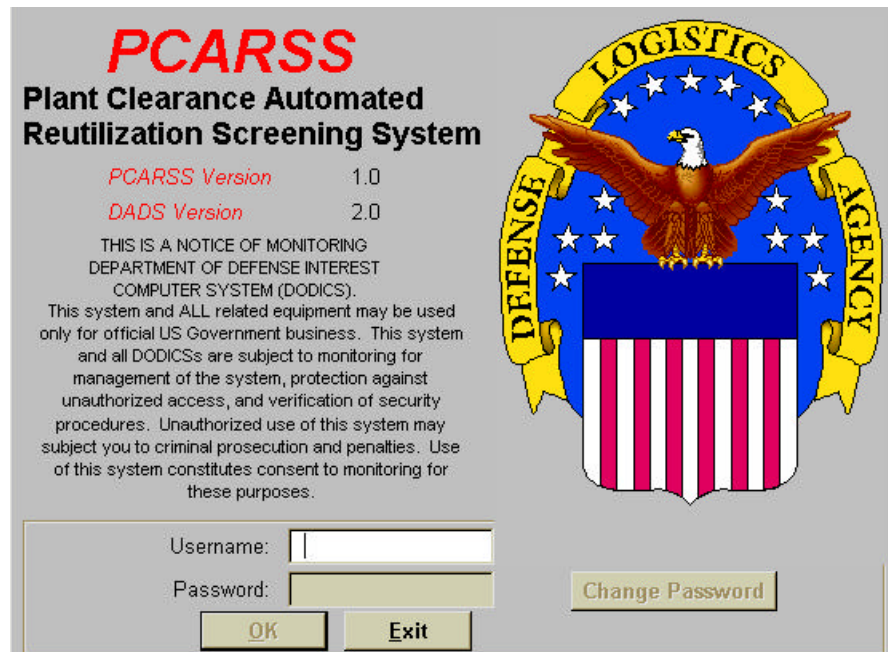


Figure 1-6 PCARSS GUI Main Logon Screen

At this point, you now have several choices:

- Review information regarding PCARSS passwords
- Logon to the PCARSS PLCO GUI application.
- Change your password.
- Exit the PCARSS PLCO GUI application.

1.4.1. PCARSS Passwords

Part of your administrative duties include setting up users to have access to PCARSS and assigning each users a password.

When creating passwords, remember that the passwords should adhere to the following Department of Defense (DoD) and DLAR 5200.17 requirements:

- Each passwords must have at least 6 characters. Passwords may be longer but only the first 8 characters are significant.
- Each password must contains at least two alphabetic characters and at least one numeric or special character. (For purposes of this Administrative Guide, alphabetic means UPPERCASE and lowercase).
- Each password must differ from the user's login and any reverse or circular shift of that login. (An uppercase letter and its lowercase equivalent are treated as identical).
- New passwords must differ from the old one by at least three characters. (An uppercase letter and its lowercase equivalent are treated as identical).
- If a user does not change his or her password and it expires, the user's login will FORCE him or her to change the password at the next login.
- In PCARSS, user accounts are NOT locked after three unsuccessful login attempts. Users can attempt to login an infinite number of times. An audit report is available through Oracle to track login attempts if the database auditing feature is turned on. See more about this audit trail report below.

1.4.1.1. Database Auditing

Part of the PCARSS administrative duties is monitoring unsuccessful login attempts to the PCARSS database and controlling the growth and size of the audit trail that logs this information.

The database table SYSAUD\$ serves as the audit trail for each database. To view the information in the audit trail, use the data dictionary views that are created by the script CATAUDIT.SQL.

To track login attempts, the SESSION statement must be audited. Unsuccessful login attempts are tracked by auditing SESSION only when not successful. The complete syntax for this command is:

AUDIT SESSION BY ACCESS WHENEVER NOT SUCCESSFUL.

1.4.2. Logging On to PCARSS

1. Enter your **Username** (6-8 alphanumeric characters) and press **Tab**.
2. Type your **Password** (6-8 alphanumeric characters, your password **must** contain at least one "embedded" number) and press **Tab**.
3. Click **OK** or press the **Enter** key.

Note: Using correct password syntax: Make sure that your passwords must begin with a letter and also contain at least one number with at least one letter placed immediately before and after in the sequence. See the following examples:

Invalid Password Example: NOAND1 (at least one number is not placed between two or more letters in the sequence).

Invalid Password Example: 2NOAN3Y (begins with a letter)

Valid Password Example: YES1AND2 (begins with a letter and contains at least one number between one or more letters in the sequence).

Valid Password Example: N2OBBBB4 (begins with a letter and contains at least one number between one or more letters in the sequence).

Having problems?

Try it again. You might have mistyped. You must type both your **Username** and **Password** exactly as it appears in your PCARSS package. If you continue having logon problems, your password might be incorrect or could have expired: contact your Focal Point System Administrator or TASO.

Special Note: PCARSS Security—All PCARSS login attempts are monitored and automatically audited in the system's Oracle database. A comprehensive audit report can be generated to track all login attempts.

1.4.3.PCARSS Password Procedures

The PCARSS password-related procedures and system behavior are described below.

1.4.3.1. Changing Your Password

The ChangePassword window allows you to create a different Password for you to use when you logon to the PCARSS Web application. Changing your Password helps maintain the security of PCARSS.

Note: You **MUST** remember your password to enter PCARSS; however, if you forget your Password, contact your PLCO. If you do decide to keep a log of your password, be sure that you keep this log in a secure place as well. All passwords must be formatted using the correct syntax.

1. Click on the **Change Password** button on the PCARSS Logon screen. The Change Password dialog box appears.

A screenshot of a Windows-style dialog box titled "PCARSS Password Change". The dialog has a light beige background and a red title bar. It contains three text input fields, each preceded by a label: "Current Password:", "New Password:", and "Verify Password:". Below the fields are two buttons: "OK" and "Cancel".

Figure 1-7 Change Password Dialog Box

2. Type your Current Password and press **Tab**.
3. Type your New Password and press **Tab**.
4. Type your new Password in the Verify Password data box exactly as you typed it in the New Password data box.
5. Click **Save** or press **Enter**. A pop-up message informs you that the Password is successfully changed.
6. Click **OK**. The message closes and the Logon screen returns. Be sure to use your new Password to logon.

Note: Be sure to remember your new Password. If you do decide to keep a log of your password, be sure that you keep this log in a secure place as well. Use your new Password to logon.

Having problems?

Maybe the Password you typed the second time (Verify Password) did not exactly match what you typed the first time (New Password). Try again.

or

Your New Password does not satisfy Password requirements (See section 1.4.3.3). Try again with a qualifying Password.

1.4.3.2. Password Aging

Your Password expires after a (predetermined) number of days. A message pops up to remind you of this everyday for ten days before expiration. If you do not change your Password before it expires, you

will be prompted to change your password. You cannot enter the system until you do.

1.4.3.3. Password Security

You cannot enter your existing Password as your New Password. The New Password must differ from your existing Password by at least three characters.

1.4.4. Exiting from PCARSS

To exit the PCARSS application, first select the exit option from your current screen:

1. From the main log-on screen, click the **Exit** button

or

2. From any screen with the PCARSS toolbar and menu bar, click the Exit icon on the toolbar OR select File, Exit from the menu bar.

At any point in PCARSS that you decide to exit, a message is displayed asking if you are sure you want to exit PCARSS. Click Yes to exit.

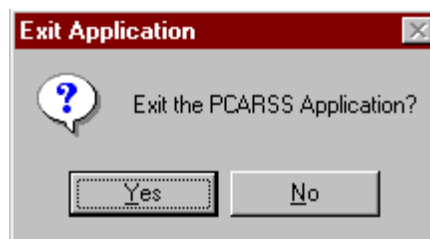


Figure 1-8 PCARSS Exit Dialog Box

1.5. PCARSS PLCO GUI Application Conventions

This section describes the various PCARSS application conventions used throughout this manual, including windows, screens, menu bar options and toolbar icon functions.

1.5.1. PCARSS Conventions: Windows and Screens

There are several types of windows and screens that you will encounter as you work in PCARSS including:

- **Workload screens**– See section 1.5.1.1.
- **Detail screens**– See section 1.5.1.2.
- **Dialog boxes**– See section 1.5.1.3.

- **Message boxes** – See section 1.5.1.4.

Each is discussed below.

1.5.1.1. Workload screens

Workload screens display lists. Included is the status of each item in the list as well as other details about the item. PCARSS has Workload screens for the inventory schedules, requisitions, sales and final dispositions functions.

Standard elements on a workload screen include:

- **Status Radio Buttons**– If one of these buttons is activated (filled in), PCARSS displays a lists items with that status.
- **Workload Table Area**– displays a list and details for each item on the list. Some workload tables contain a list that is too long to display at once . Use the scroll bar on the right side of the table area to scroll through the list.
- **Toolbar Icons** – activate another window or process.
- **Push Buttons**– perform basic actions within PCARSS functions.

Below is an example of a PCARSS workload screen.

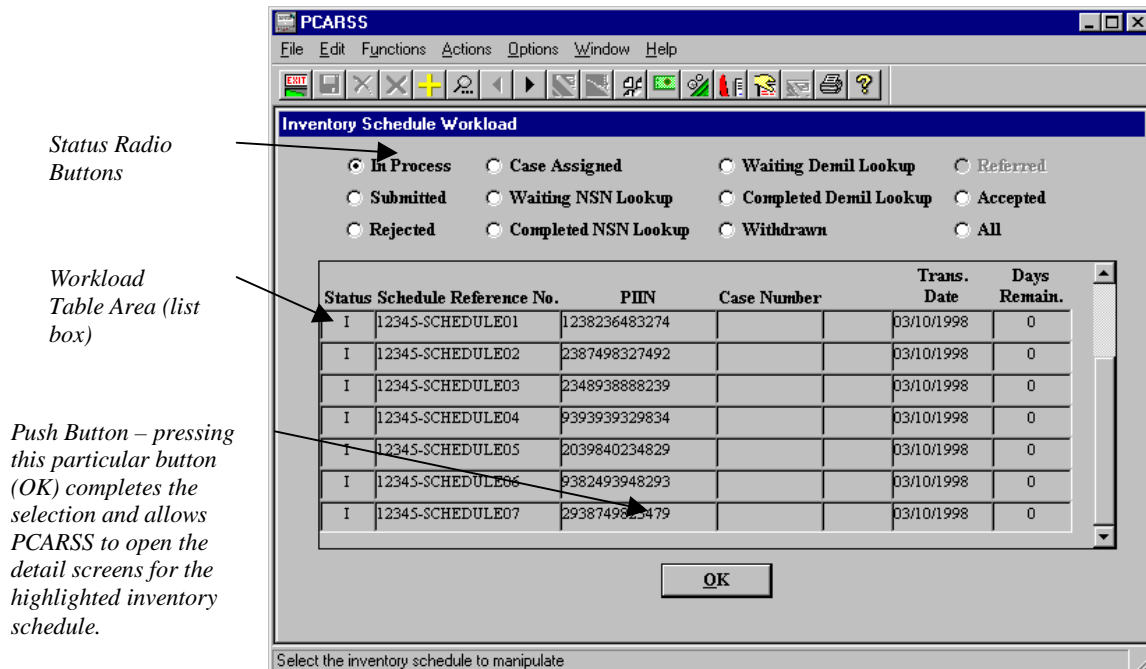


Figure 1-9 Workload Screen Example

1.5.1.2. Detail Screens

Detail screens contain detailed information for selected PCARSS records such as an inventory schedule, requisition or sale.

Detail screens are comprised of the following elements

- **Data entry fields**— where you enter information. See section 1.6, Entering Data for details on PCARSS field types.
- **Tab Pages**— some detail pages are comprised of tab pages while others are single windows.
- **Push buttons**— some detail pages have push buttons that activate another PCARSS process or function.

Below is an example of a PCARSS detail screen:

These are “tab pages” in PCARSS. You can move from tab to tab by clicking on the tab. PCARSS always prompts you to save your work before moving between tabs.

You can also use the Next and Previous buttons on the toolbar to move between tab pages.

Figure 1-10 Detail Screen Example

1.5.1.3. Dialog Boxes

A dialog box is generally a smaller pop-up window that requires you to do something before going on. You might need to enter or select certain quantities or codes, or click on a **Yes**, **No**, **OK** or **Return** button to complete a process such as a deletion or save. Dialog boxes cannot be minimized or resized in any way.

Below is an example of a PCARSS dialog box:

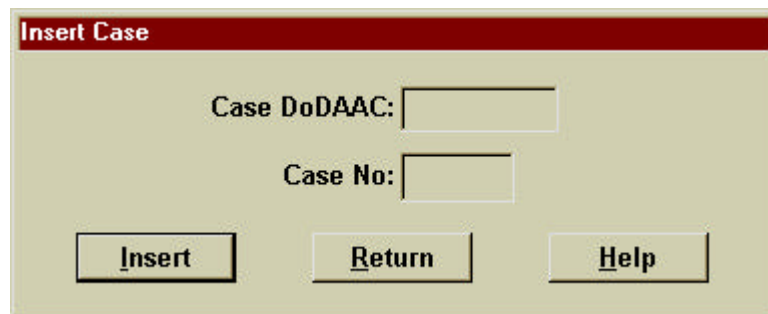


Figure 1-11 Dialog Box Example

1.5.1.4. Message Boxes

A message box is a special type of dialog box that displays information about a process or function that you are trying to perform. Message boxes might tell you if your attempts are successful or unsuccessful, or display an error message and prompt you to enter missing data into a required field.

Following is an example message box. After reading the prompt on the box, you close a message box by clicking on the **OK** button.

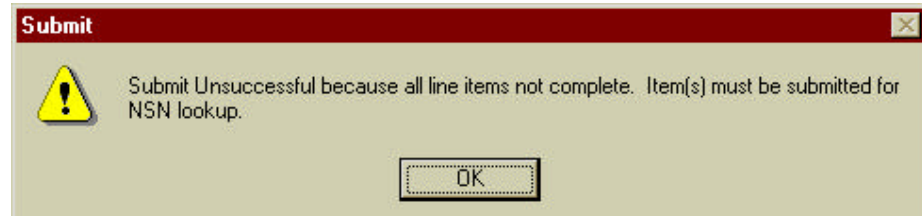


Figure 1-12 Message Box Example

1.5.2.PCARSS Conventions: Menus and Submenus

Most of the menus found on the PCARSS Main Menu are standard. Three of the menus are unique to PCARSS: Functions, Actions and Options. Below is a brief definition of each menu and submenu item.

The File Menu

Save: Saves the information on the current screen.

Print: Opens the PrintSubmenu.

Print Submenu

Report: Prints the report associated with the current function

Form: Opens the Forms Submenu

Form Submenu:

1423: Opens Form 1423 – Inventory Verification Survey

1637: Opens Form 1637 – Notice of Acceptance of Inventory Schedules

1640: Opens Form 1640 – Request for Plant Clearance

1641: Opens Form 1641 – Disposal Determination Approval

Screen: Prints the current screen

Cancel: Undoes any changes made in PCARSS without saving them and restores the screen to what it was prior to the changes.

Exit: Exits PCARSS.

Edit

Search: Activates the search function for the current screen or field.

Insert: Activates the add function of PCARSS for the current function.

Delete: removes the currently displayed record.

Previous Screen: Displays the previous screen for the current record.

Next Screen: Displays the next screen for the current record.

Functions

Inventory Schedules Opens the Inventory Schedules function.

Referrals: Currently unavailable

Build Cases: Opens the Case function.

Requisitions: Opens the Requisitions function.

Sales: Opens the Sales function.

Final Dispositions Opens the Final Dispositions function.

Transfers: Opens the Transfers function.

Users: Opens the Users and Groups function.

Dads: Currently unavailable

Validation Tables Opens the Validation Tables function.

Actions

Submit: Activates the submission process for the current function.

Reject: activates the rejection process for the current function.

NSN Lookup: Activates the NSN lookup process.

Accept Schedule: Accepts the current inventory schedule if all criteria have been met.

Refer Schedule: Activates the referral process for the schedule.

Edit Requisition Activates the Edit Requisition dialog box.

Approve Requisition Marks the currently selected or displayed requisition as approved if all approval criteria have been met.

Reject Requisition Marks the currently selected or displayed requisition as rejected.

Cancel Requisition Deletes the currently selected or displayed requisition (only if the requisition has been submitted status).

Options

Preferences Allows you to specify which screen opens first after you logon to PCARSS.

Cage Code Maintenance Allows you to insert, delete, and update contractor information.

Bidder Maintenance Allows you to insert, delete, and update Bidder records.

Window: Inactive menu

Help

About: Displays PCARSS version information.

Contents: Opens the Table of Contents topic of the PCARSS Online Help System.

1.5.3.PCARSS Conventions: The PCARSS Toolbar

The PCARSS toolbar is located directly underneath the Menu Bar. If you are authorized to access a particular PCARSS function, and the function is available from your current screen in PCARSS, the corresponding icon will display as active (enabled). If an icon is grayed out (disabled), then that function is not currently available to you.

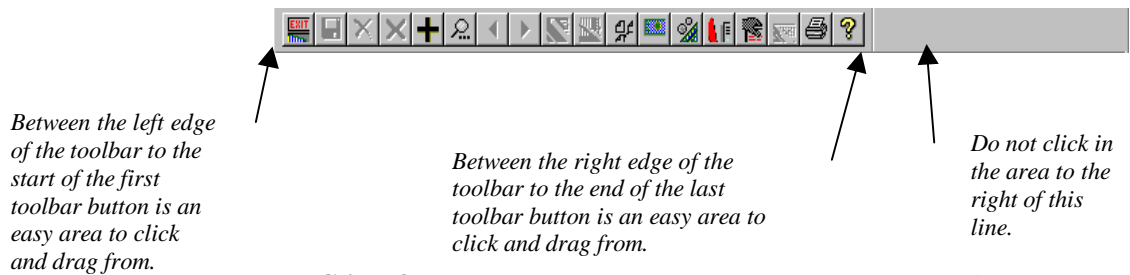
1.1.1.1. Moving the Toolbar

You can move the PCARSS toolbar to anywhere on the Windows screen.

How to Move the Toolbar:

- **Position cursor:** Using the mouse, position the cursor on an area of the toolbar that is not a clickable icon.





- **Click & drag.** Click and continue holding down the right mouse button, then drag the toolbar to the area of the screen you want to move it to.

Remember the following about the toolbar:

- You can move the toolbar as often as you like: If after dropping the toolbar in one place you would like to move it again, you can repeat the click, drag & drop procedure to reposition the bar anywhere on the screen.
- You can drag the toolbar back into its original position by dragging and dropping it just under the Menu Bar.
- To close the toolbar, click the small X button in the top right corner of the toolbar pallet. See section 1.3.1.




Figure 1-13 Floating Toolbar














Note: Once you close the toolbar using the “X”, to get back, select Toolbar from the Options menu.





1.5.3.1. PCARSS Toolbar Icons and Their Functions

The following table presents a brief description of the function of each toolbar icon in PCARSS.

Table 1–2 PCARSS Toolbar Functions

Toolbar Icon:	Command:	Function:
	Exit	Sends you out of the PCARSS application. See section 1.4.4.

Toolbar Icon:	Command:	Function:
	Save	Saves your work into the database. See Section 1.6.3.
	Delete	Deletes the current (selected or active) record from the PCARSS database.
	Cancel	Cancels any changes made to the screen since the last save.
	Insert	Activates the insert process for the current PCARSS function, allowing you to add a new record.
	Search	Activates the Search engine for the current PCARSS function, allowing you to find and display an existing record. See Section 1.6.2.
	Previous	Opens the previous screen.
	Next	Opens the next screen.
	Inventory Schedule	Activates the Inventory Schedule function.
	Referrals	Currently unavailable (Jan. 1998)
	Build Cases	Activates the Build Cases function.
	Requisitions	Activates the Requisitions function.
	Sales	Activates the Sales function.
	Final Dispositions	Activates the Final Disposition function.

Toolbar Icon:	Command:	Function:
	Transfers	Activates the Transfer function.
	DADS	Available in PCARSS Phase II.
	Print	Activates the print process.
	Help	Activates the PCARSS Online Help System.

1.6. Entering, Searching, and Saving Data in PCARSS

This section discusses the conventions and procedures for entering and saving data into PCARSS, including:

- Types of fields – See section 1.6.1.
- The search process – See section 1.6.2.
- Saving your work – See section 1.6.3.

1.6.1.Types of Fields

Information is entered into PCARSS via fields. Clicking in most fields displays important information about each field (such as the required number of characters), in the bottom status bar. This section of the Guide discusses the types and styles of fields in PCARSS.

PCARSS fields can be grouped into three types:

- **Required Fields**– PCARSS requires that you enter data into these kinds of fields. You cannot leave a required field until information is entered.
- **Optional Fields** – Entering information into these fields is not necessary.
- **Display only fields**– These fields contain default information for display only purposes. You cannot tab into these fields and therefore, cannot enter information into them. They are considered “grayed-out” fields.

The following field styles are available:

- **Check Boxes** – See section 1.6.1.1.

- **Radio/Option Buttons**– See section 1.6.1.2.
- **Push Buttons** – See section 1.6.1.3.
- **Combo Boxes** – See section 1.6.1.4.

Each is discussed below.

1.6.1.1. Check Boxes

Check boxes are associated with Yes/No questions or Activate/Deactivate situations. To answer “Yes” or to “activate” a check box, press the **Spacebar**, or use the left mouse button to click on the check box.

Clicking on the field name next to the check box also activates it.

A ✓ appears in the check box to indicate it has been “activated” or that “Yes” has been answered. “Toggle” check boxes on/off using the **Spacebar**.




A screenshot of a PCARSS form. It contains several input fields: a long text field with '12345-54805480548054', a date field with '11/17/1997', a text field with '5648459786544', a text field with '1111', a text field with '555555555555', and a dropdown menu with 'Y TIME AND MATERIALS'. To the right of these fields are three check boxes: 'Inventory Status: A' (checked), 'Termination Inventory: ' (unchecked), and 'Final Schedule: ' (checked). The 'Final Schedule' check box has a small 'x' icon next to it.

Figure 1-14 Check Box Example

1.6.1.2. Radio/Option Buttons

Radio buttons signify that one of a series of options must be selected.

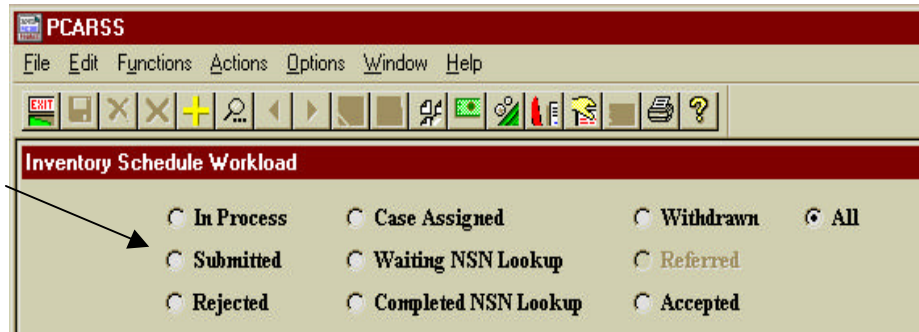
To activate a radio button, click the button using the left mouse button or use the **Tab** key to move to the radio button you want to “activate” and then press the **Spacebar** key.



A screenshot of the PCARSS 'Inventory Schedule Workload' window. The window has a menu bar with 'File', 'Edit', 'Functions', 'Actions', 'Options', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window displays a list of radio buttons for selecting a workload status. The options are: 'In Process', 'Submitted', 'Rejected', 'Case Assigned', 'Waiting NSN Lookup', 'Completed NSN Lookup', 'Withdrawn', 'Referred', 'Accepted', and 'All'. The 'All' radio button is currently selected.

Figure 1-15 Radio/Option Button Statuses

These are the Inventory Schedule status radio buttons. They are mutually exclusive. Currently, the All button is selected.



1.6.1.3. Push Buttons

Push buttons in PCARSS serve two functions:

- Open another screen – for example, pushing the **OK** button opens the inventory schedule that is highlighted in a list box.
- Perform a function – for example, pushing the **Report** button on the Line Item Detail page prints the Line Item Workload report.

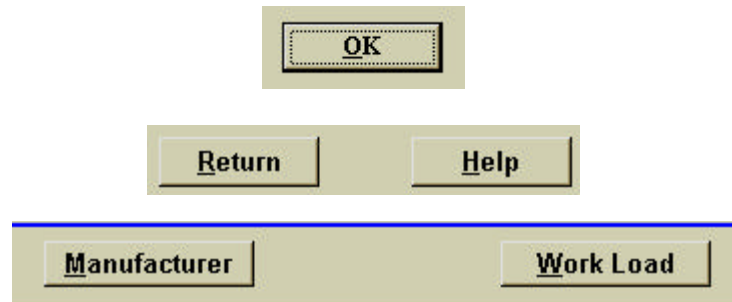


Figure 1-16 PCARSS Push Button Examples

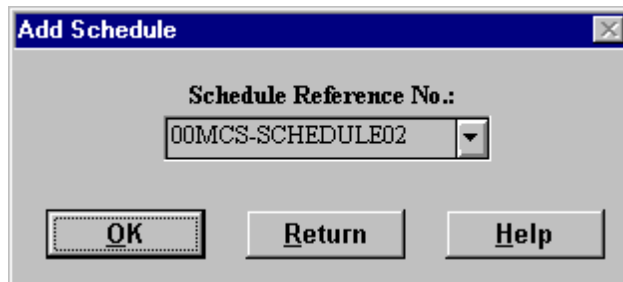
The following table lists some standard PCARSS push buttons:

Table 1–3 Standard PCARSS Buttons and Their Actions

Push Button	Action
OK	Opens a selected record from a workload window or closes a message box or dialog box
Same	Populates certain fields with default information
Return	Returns to the previous screen
Print	Prints the report or form associated with the current function.
Search	Activates a search.

1.6.1.4. Combo Boxes

Combo boxes contain choices that you need to select from a pull down list that enters the choice into a PCARSS required field. You will often have the option of directly typing the data text into the field yourself.

**Figure 1-17 PCARSS Combo Box Example**

To select from a combo box, click on the down arrow on the left side of the field. Your choices are displayed on a pull-down list. Use the up and down arrow keys to move to your selection and press **Enter** or point the mouse to your selection and click on it once. The combo box field then contains the data you selected (from the list) or entered manually.

1.6.1.5. Tables

Several screens in PCARSS, specifically the workload screens, display information (or records) in a table. Use the up and down arrow keys or the workload screen scrollbar to scroll through the records.

Status	Schedule Reference No.	PIIN	Case Number	Trans. Date	Days Remain.
I	12345-SCHEDULE01	1238236483274		03/10/1998	0
I	12345-SCHEDULE02	2387498327492		03/10/1998	0
I	12345-SCHEDULE03	2348938888239		03/10/1998	0
I	12345-SCHEDULE04	9393939329834		03/10/1998	0
I	12345-SCHEDULE05	2039840234829		03/10/1998	0
I	12345-SCHEDULE06	9382493948293		03/10/1998	0
I	12345-SCHEDULE07	2938749823479		03/10/1998	0

Figure 1-18 Table Example

The table on the Inventory Schedule Workload screen displays schedules, their status and other information.

1.6.2. Searching in PCARSS

There are two kinds of search processes in PCARSS:

- Using search fields on a screen. See section 1.6.2.1.
- Using the search process for a function. See section 1.6.2.2.

Each is explained below.

1.6.2.1. Using Search Fields on a Screen

The Line Item Detail, Case Detail Requisition Detail, and Sale Award screens have search fields on them. Search fields allow you to click on right and left arrow buttons to search through a series of records for the one you are looking for.

Below is an example.

Use the right and left arrow buttons to search through a list of records.

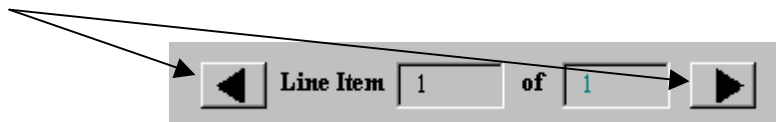


Figure 1-19 Search Field Buttons

1.6.2.2. Using the Search Process for a Function

Most functions have a search process associated with them. The search process is activated by clicking on the Search icon on the PCARSS toolbar or by selecting Search from the Edit menu. When selected, you must enter the information that you are searching for completely and press Search. The search process for some PCARSS functions only require that you enter 2 or 4 characters by which to search. These are noted within :

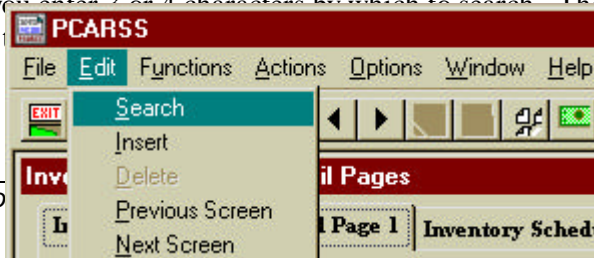


Figure 1-20 PCARSS Search Techniques

1.6.3. Saving Your Work

Each PCARSS function is comprised of a series of screens or tabs. Data is entered into a PCARSS function via a series of screens. After you finish entering data on a screen or tab and try to move to the next process, function, or screen, PCARSS prompts you to save your work.

On the Unsaved Changes dialog box, click **Yes** to save your changes.

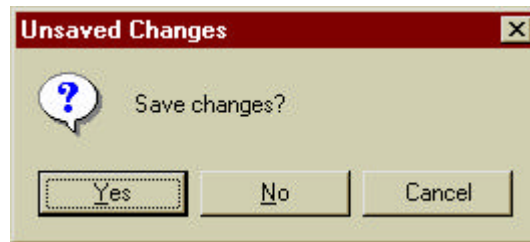


Figure 1-21 Save Prompt Dialog Box Example

You can also save your data directly (without being prompted) by selecting the **Save** option under the File menu, or simply clicking on the Save icon on the PCARSS toolbar.

1.7. System Logs

Each process that runs in PCARSS can write to two log files. One log file is for errors encountered processing the cron tab and one log file for errors encountered when the script and/or program is executing. The system administrator needs to periodically check the log directory (See section 2.3 for details on the directory) for any errors encountered. A wide variety of errors can be generated in these log files. The system administrator should be able to read these error logs and make a determination on what needs to be done. If the error is an Oracle error, contact the Oracle database administrator, if there is an FTP error, investigate what caused the FTP to fail (site not available, user id/password expired, etc.).

Furthermore, the PLCOs, Contractors or Screening Agencies may notice problems in the system. An example of this may be the FFT process used to submit inventory schedules. If a contractor FTPs a flat file to their home directory and it has been over 1 day (the time may vary depending upon the frequency of the cron tab job) and it still has not shown up on their workload screen, the contractor could take several actions. The first action would be to see if the file they sent via FTP is still in the home directory on the host machine. If it is, then it has not

been processed yet and the PLCO may want to check with the system administrator why the process has not run. If the file is not in the directory, that means the process has already run. In this case, the contractor may want to check the header record information in the transmitted file to ensure it is correct. If it is, the PLCO may want to contact the system administrator to check the log files to see what errors (if any) were encountered.

As the users get more familiar with PCARSS, they will get to know the cycles for all these processes. If something has not come back (part number lookup, demil lookup, etc.) in the "usual" time frame, they could contact the system administrator to find out if there is a problem. The system administrator needs to review these logs to help determine the cause of the error.

The following are a description of all the log files used by PCARSS.

- **cron_out.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_out.sh. The cron_out.sh shell script is used to send part numbers out for NSN lookup. If there was an error encountered processing this cron tab, it will be written to this log file.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **cron_in.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_in.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_in.sh shell script is used to receive the NSNs that came back from the part number lookup.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **nsn.log (shell script/program log file):** Any errors encountered either in the script files (cron_out.sh, ftp_part.sh, ftp_jcl.sh, or cron_in.sh) or the programs (mnsn_out or mnsn_dsc) will be written to this log file.

Example of log entry: Error in FTP for NSN Lookup.

- **cron_sos.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_sos.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_sos.sh shell script is used to send NSNs out for source of supply (demil) lookup.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **sos.log (shell script/program log file):** Any errors encountered either in the script files (cron_sos.sh or ftp_sos.sh) or the programs (msos_out or msos_dsc) will be written to this log file.

Example of log entry: Error in FTP for SOS Query.

- **cron_disa.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_disa.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_disa.sh shell script is used to send screening data to DISA.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **disa.log (shell script/program log file):** Any errors encountered either in the script files (cron_disa.sh or ftp_disa.sh) or the program (disa_out) will be written to this log file.

Example of log entry: Error in FTP for DISA screening.

- **cron_gsa.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_gsa.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_gsa.sh shell script is used to send screening data to GSA.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **gsa.log (shell script/program log file):** Any errors encountered either in the script files (cron_gsa.sh or ftp_gsa.sh) or the program (gsa_out) will be written to this log file.

Example of log entry: Error in FTP for GSA screening.

- **cron_mrp.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_mrp.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_mrp.sh shell script is used to send screening data to MRP.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **mrp.log (shell script/program log file):** Any errors encountered either in the script files (cron_mrp.sh or ftp_mrp.sh) or the program (mrp_out) will be written to this log file.

Example of log entry: Error in FTP for MRP screening.

- **cron_inv.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_inv.sh. If there was an error encountered

processing this cron tab, it will get written to this log file. The cron_inv.sh shell script is used to process incoming inventory schedules from contractors.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **is.log (shell script/program log file):** Any errors encountered either in the script file (cron_inv.sh) or the program (sche_dsc) will be written to this log file.

Example of log entry: Error in SCHE_DSC for Inventory Schedule Input.

- **cron_req.log (shell script log file):** This log file will contain messages about the successfulness of the execution of the cron tab job that executes cron_req.sh. If there was an error encountered processing this cron tab, it will get written to this log file. The cron_req.sh shell script is used to process incoming requisitions from MRP.

Example of log entry: If the program being executed by the cron tab is not marked for execution, an entry would be made to this file.

- **req.log (shell script/program log file):** Any errors encountered either in the script file (cron_req.sh) or the program (req_dsc) will be written to this log file.

Example of log entry: Error in REQ_DSC for Requisition Input.

1.8. Backup and Recovery

Backup and recovery procedures for Oracle databases are robust and flexible. However, implementing these procedures requires an experienced Oracle Database Administrator with solid working knowledge of the target environment. Numerous environmental factors must be addressed when considering which types of backup and recovery procedures to implement. Therefore, this section addresses backup and recovery at a high level that simply familiarizes the reader with the basic concepts within Oracle. For detailed instructions, refer to the *Oracle7 Server Administrators Guide* (Chapters 22 and 23). For additional information refer to the PCARSS Database Design Description (DBDD), section 10.2.3.7.

1.8.1. Backups

The PCARSS database should be backed up on a regular basis to avoid losing historical and current data. In general, Oracle supports the following types of database backups:

- **Full Offline Database Backups:**A full offline database backup requires the database to be taken offline and backed up as a “point in time” reference. During this process, the database is not available to users or other applications. After the backup is complete, the database can be restarted. While this method of backup does capture data, it can only provide backup data through a certain point in time (as current as the last backup).
- **Full Online Database Backups:**A full online database backup requires the database to be running in the ARCHIVELOG mode and all tablespaces to be online. In this mode, each time a transaction occurs against the database, a duplicate entry is also made in a log file that captures all activity on the database. The site does not need to take the database offline, which results in a 100% availability for users and other applications. This backup allows the most current data to be restored if necessary.
- **Partial Online Database Backups:**A partial online tablespace backup has the same requirements as a full online database backup; however, specific tablespaces can be targeted for backup instead of the entire database. This allows the Database Administrator flexibility to specify which tablespaces get backed up. The site does not need to take the database offline, which results in a 100% availability for users and other applications. This backup allows the most current data to be restored if necessary.
- **Partial Offline Tablespace Backups:**A partial offline tablespace backup combines features of the full offline database backup and the partial online tablespace backup. A partial offline tablespace backup allows the Database Administrator to specify certain tablespaces for backup; however, the targeted tablespaces must be taken offline. All other tablespaces must remain online. This method will make the offline tablespaces unavailable to users and applications until they are restarted.

Any of these backups can be used with the PCARSS database to guard against data loss.

1.8.2. Disaster Recovery

Recovery procedures provide a means of retrieving historical data when a database crashes or becomes inaccurate. Recovery procedures are largely dependent on the type of backup implemented for a database. When a cold backup is used, data recovery is limited to fully restoring data from the most recent backup. Hot backups, however, provide a variety of recovery options that allow the recovery procedure to be tailored to fit a specific need. Since recovery procedures are numerous and detailed, refer to the *Oracle7 Server Administrators Guide* for additional information.

2. Installing PCARSS

Three applications make up PCARSS:

- PLCO GUI (developed using PowerBuilder). See section 2.1.
- PLCO Web (developed using HTML and JavaScript). See section 2.2.
- several HP-UX processes (developed using Pro*C). See section 2.3.

Installation and maintenance issues related to these applications are discussed in detail for each section.

2.1. PLCO GUI

Language: PowerBuilder Version 5.0.03.

This application must connect to Oracle. Therefore, you must first setup the Oracle environment. The PLCO GUI application uses SQL*Net Version 2.x to connect to Oracle. For information on installing SQL*Net, refer to Oracle's installation guides pertaining to SQL*Net. Once you establish the Oracle environment, you can install the PLCO GUI application.

The deployment diskettes for PCARSS were created using Setup Factory. It contains detailed information on how to install the application. The application will run across the network; however, for performance reasons, it is better to have it installed locally.

Two INI files ship with the PLCO GUI application: pcarss.ini and pcarhelp.ini.

The pcarss.ini file contains four lines:

[Database Information]

DBMS=O72 ORACLE v7.2

DBParm='StaticBind=0,DisableBind=1'

ServerName=@TNS:nto5

The following table discusses each of these lines.

[Database Information]	Do not modify this line.
DBMS=O72 ORACLE v7.2	This contains information about the version of Oracle. Since this application needs to run under Windows 3.x, we are shipping the 16-bit version of it. The 16-bit version will only run using the DBMS parameters for Oracle 7.2. Therefore, do not change this parameter even if you are running Oracle 7.3.
DBParm='StaticBind=0,D isableBind=1'	These are options necessary to provide communication to Oracle running under 16 bit.
ServerName=@TNS:tns- name	This option provides connectivity to Oracle. Replace tns-name with the tns entry name in the tNSNames.ora file for PCARSS.

With the exception of the last entry (tns-name), this .ini file should not be modified!

2.2. PLCO Web

Language: HTML and JavaScript

The PLCO Web application is comprised of two main areas

- the packages and procedures that constitute the bulk of the Web application which reside in the Oracle Database Server (residing on the HP)
- the Oracle Web Server.

Netscape Communicator on the client machines is used as the web browser. The Oracle Web Server (running under Windows NT), uses the NetScape Listener. You must set the Database Access Descriptor (DAD) (see section 2.2.1) for PCARSS Web to function correctly.

When creating the following entities, accept all defaults unless specified otherwise.

2.2.1. Creating the DAD

The Database Access Descriptor (DAD) must be created. When creating the DAD, specify the Name, Oracle_Home, and SQL*Net service. An example of these would be:

- **Name:** pcardad
- **Oracle_Home:** D:\ORANT
- **SQL*Net Service:** pcar_hp

For more information on creating a DAD, please refer to your Oracle documentation.

2.2.2. Configuring the Netscape Listener

When configuring the Netscape Listener, the pcarss and pcarsshelp directories have to be specified. In addition, to configuring the Web Server, several JavaScript and HTML files must be installed on the Web Server. The correct directory structure as to where these files reside is defined below:

- **/pcarss** – All the Index files are to be in this directory.
- **/pcarss/icons/** - Image files.
- **/pcarss/menubar/** - All the menubar icons
- **/pcarsshelp** – Help Files are to be in this directory

The following files must reside in the /pcarss directory:

- index.html
- index1.html
- index2.html
- blank1.html
- passwd.html – this file contains the IP address of the Web Server. It may have to be updated with the correct IP address during installation.
- exit_pop.html
- wait.html
- login.js
- contractor.js
- menufunc.js

The following files must reside in the /pcarss/icons/

- eagle.jpg
- lft_arrow.jpg
- rt_arrow.jpg
- i.gif

The following files must reside in the /pcarss/menubar/

- 1.gif
- 2.gif
- 3.gif
- 4.gif
- 5.gif

- 6.gif
- 7.gif
- 9.gif
- 10.gif
- 11.gif
- 16.gif
- 17.gif
- 18.gif
- 19.gif
- 20.gif
- 21.gif
- 22.gif
- folders.gif
- key.gif
- blank2.html

The following files must reside in the /pcarsshelp/help/

- pcarsshelp.js
- help.html
- blank.html
- toc.html
- header.html

All the help files for the contractor and screener are in the contractor and screener directories respectively. The images displayed in the help window is located in the /pcarss/help/images directory.

When the agent is generated on the webserver, the path for the packages will be mapped.

2.3. HP-UX Processes

Language: Pro*C

The HP-UX processes can be broken into the following areas:

- part number lookup
- source-of-supply lookup
- inventory schedule transfer
- GSA screening
- DISA screening
- MRP screening
- MRP requisitions.

These jobs are all executed via a crontab entry. The user submitting the crontab must have their Oracle environment configured. For more information on configuring an Oracle environment, consult your Oracle documentation. The following directory structure is used for PCARSS:

\$PCAR_HOME	/users/pcarss
\$PCAR_LOG	\$PCAR_HOME/log
\$PCAR_PGM	\$PCAR_HOME/prog
\$DSC_IN	/home/daasc
\$DSC_OUT	\$PCAR_HOME/daasc/out
\$PCAR_KTR	\$PCAR_HOME/ktr

Furthermore, the user must have several environment variables defined. This is best accomplished by having these environment variables defined in the user profile. The following is an example of the users profile:

\$PCAR_HOME/.profile

```
#      must contain environment variables for Oracle and PCARSS
      ORACLE_HOME=/u02/app/oracle/product/7.3.2
      export ORACLE_HOME
      if [ "$ORACLE_SID" = "" ]; then
      ORACLE_SID=PCAR; export ORACLE_SID
      ORAENV_ASK=NO; . oraenv; ORAENV_ASK=
      fi
```

```
PCAR_HOME=/users/pcarss
PCAR_LOG=$PCAR_HOME/log
PCAR_PGM=$PCAR_HOME/prog
DSC_IN=/home/daasc
DSC_OUT=$PCAR_HOME/daasc/out
PWDFILE=orclps2
MAXERR=50
PCAR_KTR=$PCAR_HOME/ctr
export PCAR_HOME PCAR_LOG PCAR_PGM
DSC_IN DSC_OUTb

export PWDFILE MAXERR PCAR_KTR
```

Each of the directories defined for PCARSS contain the following files.

\$PCAR_LOG

Contains all log files written by programs / executables.

Each process (combination of the shell script and executable program) can write to two log files. One log file is for errors encountered processing the cron tab and one log file for errors encountered when the script and/or program is executing. To understand what is written to what logs, you must understand UNIX shell scripts. A UNIX shell script (in the case of PCARSS) is used to invoke executable programs written in Pro*C. All errors encountered executing the cron job will be written to the cron tab log file. Most of the time this log file will be empty. However, if the program being executed in the cron tab is not marked for execution, an error would be encountered processing the cron tab and therefore an error will be written to there. All other errors encountered for the script file will be written to the script/program log file.

See Section 1.7 for detailed information on these logs and examples errors.

- **is.log** - allows you to review errors encountered during the Flat File Transfer process.
- **cron_inv.log** – allows you to review flat file transfer activity.
- **cron_out.log (shell script log file)**: allows you to review the successfulness of the execution of the cron tab job that executes cron_out.sh.
- **cron_in.log (shell script log file)**: allows you to review successfulness of the execution of the cron tab job that executes cron_in.sh.

- **nsn.log (shell script/program log file):** allows you to view any errors encountered either in the script files (cron_out.sh, ftp_part.sh, ftp_jcl.sh, or cron_in.sh) or the programs (mnsn_out or mnsn_dsc).
- **cron_sos.log (shell script log file):** allows you to view messages about the successfulness of the execution of the cron tab job that executes cron_sos.sh.
- **sos.log (shell script/program log file):** allows you to view any errors encountered either in the script files (cron_sos.sh or ftp_sos.sh) or the programs (msos_out or msos_dsc).
- **cron_disa.log (shell script log file):** allows you to view the successfulness of the execution of the cron tab job that executes cron_disa.sh.
- **disa.log (shell script/program log file):** allows you to view any errors encountered either in the script files (cron_disa.sh or ftp_disa.sh) or the program (disa_out).
- **cron_gsa.log (shell script log file):** allows you to view any messages about the successfulness of the execution of the cron tab job that executes cron_gsa.sh.
- **gsa.log (shell script/program log file):** allows you to view any errors encountered either in the script files (cron_gsa.sh or ftp_gsa.sh) or the program (gsa_out).
- **cron_mrp.log (shell script log file):** allows you to view any messages about the successfulness of the execution of the cron tab job that executes cron_mrp.sh.
- **mrp.log (shell script/program log file):** allows you to view any errors encountered either in the script files (cron_mrp.sh or ftp_mrp.sh) or the program (mrp_out).
- **cron_inv.log (shell script log file):** allows you to view any messages about the successfulness of the execution of the cron tab job that executes cron_inv.sh.
- **is.log (shell script/program log file):** allows you to view any errors encountered either in the script file (cron_inv.sh) or the program (sche_dsc).
- **cron_req.log (shell script log file):** allows you to view any messages about the successfulness of the execution of the cron tab job that executes cron_req.sh.
- **req.log (shell script/program log file):** allows you to view any errors encountered either in the script file (cron_req.sh) or the program (req_dsc).

\$PCAR_PGM

Contains all programs / executables.

- **cr_entry** - entry for crontab
- **cron_disa.sh** - shell script for DISA output
- **cron_gsa.sh** - shell script for GSA output
- **cron_in.sh** - shell script for part number / nsn input
- **cron_inv.sh** - shell script for Inventory Schedule input
- **cron_mrp.sh** - shell script for MRP output
- **cron_out.sh** - shell script for part number / nsn output
- **cron_req.sh** - shell script for MRP input
- **cron_sos.sh** - shell script for source-of-supply output / input
- **disa_out** - executable for DISA output
- **ftp_disa.sh** - ftp script for DISA output
- **ftp_gsa.sh** - ftp script for GSA output
- **ftp_jcl.sh** - ftp script for part number / nsn output
- **ftp_mrp.sh** - ftp script for MRP output
- **ftp_part.sh** - ftp script for part number / nsn output
- **ftp_sos.sh** - ftp script for source-of-supply output
- **gsa_out** - executable for GSA output
- **mnsn_dsc** - executable for part number / nsn input
- **mnsn_out** - executable for part number / nsn output
- **mrp_out** - executable for MRP output
- **msos_dsc** - executable for source-of-supply input
- **msos_out** - executable for source-of-supply output
- **orclps2** - Oracle file
- **pcarss_jcl.parms** - JCL parameters for part number / nsn lookup
- **req_dsc** - executable for MRP input
- **sche.ini** - ini file for Inventory Schedule input
- **sche_dsc** - executable for Inventory Schedule input

\$DSC_IN

- home directory for DAASC (Doug Mummert)
- receiving directory for part number lookup (PARTNO1.DAT)
- must be read / write for process owner

\$DSC_OUT

directory for program output to send to a foreign system
(DAASC,DISA,MRP,GSA)

\$PCAR_KTR

- main directory for contractors sending flat-file schedules
- each contractor's home directory will be beneath this directory
- must be read / write for process owner

Additionally, an Oracle user-id/password file- orclps2, contains the current user_id and password these applications use to access the PCARSS Oracle database.

2.3.1.NSN Lookup

The NSN Lookup process is used to retrieve information from an external location about specific PCARSS data. It consists of a process that retrieves information from PCARSS and creates a flat file. It will then FTP this file to the external location. The external location will then FTP the file back to the host machine. Another process will read this returned file and update the PCARSS database. Two different types of information are being retrieved. The NSN Lookup uses two processes for each type of request.

The NSN Lookup contains several processes that run on a cron tab. They are:

- **mnsn_dsc** - executable for part number / NSN input
- **mnsn_out** - executable for part number / NSN output
- **msos_dsc** - executable for source-of-supply input
- **msos_out** - executable for source-of-supply output

Several ftp scripts and a parm file are needed for the NSN process. They are:

- **ftp_jcl.sh** - ftp script for part number / NSN output
- **ftp_part.sh** - ftp script for part number / NSN output

- **ftp_sos.sh** - ftp script for source-of-supply output
- **pcarss_jcl.parms** - JCL parameters for part number / nsn lookup

Several scripts are executed by the crontab for the NSN process. They are:

- **cron_in.sh** - shell script for part number / NSN input
- **cron_out.sh** - shell script for part number / NSN output
- **cron_sos.sh** - shell script for source-of-supply output / input

This file is used to create the crontab entries. It contains all the processes, not just the NSN portion. It is:

- **cr_entry** - entry for crontab

2.3.2.Inventory Schedule Transfer

This application will allow contractors to FTP inventory schedules to the host system where they will be processed. They will FTP these schedules to a directory that has the same name as their CAGE code. Furthermore, their home directories **must** be defined to the directory identified by the environment variable \$PCAR_KTR/cage_cd. The user that created the crontab entry must have access to each of these directories (read and update). However, the individual contractors should not have access to any other directory but their own. Furthermore, they should only have FTP access.

The process for running the inventory schedules is:

- **sche_dsc** - executable for Inventory Schedule input

There is an initialization file necessary for the inventory schedule process. It is:

- **sche.ini** - ini file for Inventory Schedule input

The script file that is executed by the crontab to run the Inventory Schedule Transfer process is:

- **cron_inv.sh** - shell script for Inventory Schedule input

This file is used to create the crontab entries. It contains all the processes, not just the Inventory Schedule Transfer portion. It is:

- **cr_entry** - entry for crontab

2.3.3.Screening Agencies: GSA, DISA, and MRP

The screening process consists of sending specific data from PCARSS to each of the three screening agencies. A specific process for each screening agency exists.

The processes for running the screening applications are:

- **disa_out** - executable for DISA output
- **gsa_out** - executable for GSA output
- **mrp_out** - executable for MRP output

Several ftp scripts are needed for the screening processes. They are:

- **ftp_disa.sh** - ftp script for DISA output
- **ftp_gsa.sh** - ftp script for GSA output
- **ftp_mrp.sh** - ftp script for MRP output

The script files that are executed by the crontab to run the screening processes are:

- **cron_disa.sh** - shell script for DISA output
- **cron_gsa.sh** - shell script for GSA output
- **cron_mrp.sh** - shell script for MRP output

This file is used to create the crontab entries. It contains all the processes, not just the screening portion. It is:

- **cr_entry** - entry for crontab

2.3.4.MRP Requisitions

This process will receive electronic requisitions from MRP. The process will read the flat files and update the PCARSS database accordingly.

The process for running the requisition application is:

- **req_dsc** - executable for MRP input

The script file that is executed by the crontab to run the requisition process is:

- **cron_req.sh** - shell script for MRP input

This file is used to create the crontab entries. It contains all the processes, not just the requisition portion. It is:

- **cr_entry** - entry for crontab

3. Setting Up And Managing Users And Security Groups

The Users application off the Functions menu allows you to set up and manage groups and users to ensure proper security of the PCARSS system. You may want to assign only one employee the ability to update the PCARSS validation tables and another employee or a group of employees the ability to access and process inventory schedules. The PCARSS Group function allows you to associate users with similar PCARSS responsibilities and to define a Group for these users that specifies which functions and what kinds of activities within each function, these users will have within PCARSS.

When you limit what activities a group of users can do within PCARSS you are actually limiting what types of database right these users have. After all, PCARSS is a database of information that is added to, edited, deleted from and reported on using the PCARSS Functions. The PCARSS Users function allows you to assign groups of users the ability to add information to, update existing information, delete information from or view only the data that is available through each of the Functions in PCARSS.

Setting up and managing users and groups begins by creating or adding users. Once you have added users, you can create or set up groups and assign database rights to that group. Finally, you add users to groups.

This chapter is broken down into three sections that help you accomplish the tasks involved in setting up and managing groups. Each section is listed below along with a brief explanation of what you can find in each section.

- **3.1 Starting the Users Application** This section explains how to open the Users application. It starts on page 3-1.
- **3.2 Setting Up PCARSS Users** This section introduces you to the Users application screens and fields. Each topic within this section explains a User or Group Maintenance screen, the fields that are on the screen, and the information you need to enter into each field. It starts on page 3-2.
- **3.3 Creating Groups and Assigning Users to Groups** This section explains how to use the Users application. Each topic details how to accomplish the tasks associated with setting up users and groups and how to assign levels of security within the PCARRS application. It starts on page 3-13.

3.1. Starting the Users Application

This section details how to start the User application. It explains how to enter the application and then your options once you are in the application.

3.2. To Begin

To access the Users function, select **Users** from the Functions menu. The User Maintenance screen appears.

Once you have accessed the Users Maintenance screen, you have several choices:

- If you are unfamiliar with the Users application, you can learn more about the screen and the fields. See section 3.1.
- You can edit information for an existing user. See section 3.7.
- You can add or delete a user. See section 3.3.4.
- You can work with groups. See section 3.4.

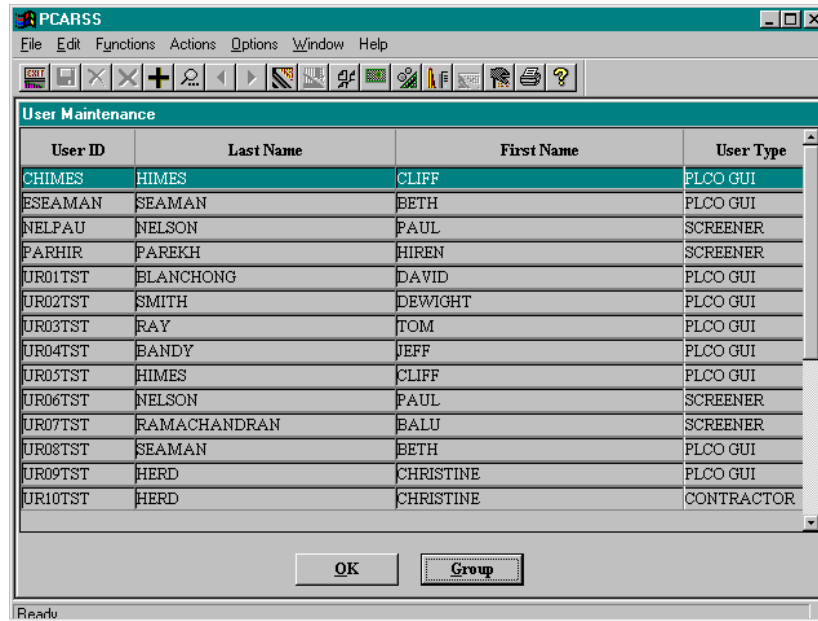
3.3. Setting Up PCARSS Users

This section explains how to set up and manage PCARSS users. This section begins by introducing the main User Maintenance screen and each field and button on that screen. From within the User Maintenance screen you can do the following:

- View Users, usernames and types. See section 3.3.7.
- Add a user. See section 3.3.4.
- Open the Group screen to add a group, assign users to groups, assign database rights to groups, or remove users from a group. See section 3.4.
- Open user records to edit existing information. See section 3.7.

When you select Users from the Functions menu the following User Maintenance screen appears:

The User Maintenance screen displays the User ID, Name and User types.



3.3.1. User Maintenance Screen Buttons

Click this button:	To do this:
OK	Open the record that is currently selected (highlighted). This will take you to the GUI User screen.
GROUP	Go to the Group screen. This will take you to the Group screen.

3.3.2. User Maintenance Screen Fields

User ID

This protected field is automatically populated with the id associated with user record.

Last Name

This protected field is automatically populated with the Last Name of the user.

First Name

This protected field is automatically populated with the First Name of the user.

User Type

This protected field is automatically populated and designates which PCARSS screens a user will access. User types are PLCO GUI, Contractor, or Screener.

The User Types Contractor and Screener will have access to PCARSS via the PCARSS Web application. PLCO GUI user types will have access to PCARSS via the PLCO GUI application.

3.3.3. Managing Users

When you open (or access) the Users function, you have four choices of what you could do next:

- Add a new user See section 3.3.4.
- View or modify a user record. See section 3.3.7.
- Open the Group screen. See section 3.4.

Each of these is explained in detail below.

3.3.4. Adding A New User

In addition to adding users and groups here, you also need to establish users and passwords at the Oracle level. A user must be set up in BOTH places before PCARSS will recognize him or her. For instructions on how to set up users and passwords at the Oracle level, refer to your Oracle User's Guide.

All PCARSS users must be set up before they can use PCARSS. Further, all PCARSS users must belong to a Group. The Users function allows you to set up three types of users: PLCOs, Screeners, and Contractors. You have two ways of limiting what a user can access in PCARSS. The first depends on the user type (PLCO, Screener, or Contractor). The second way has to do with which group the user belongs to. This section explains how to add a user to the PCARSS system.

How to add a User:

1. Click on Insert (icon) on the toolbar or select Insert from the Edit menu. The following screen appears:



Figure 3-1 Add User Dialog Box

2. Enter a user ID for this user. User IDs can be up to 8 alphanumeric characters. This ID *must* be the same as the Oracle User ID.

Note: You must set PCARSS users up with the same login and user ID in two places: 1) in the Oracle database and 2) in the PCARSS Users function. See section 1.2.1 for more information security issues in PCARSS.

3. Select the user type by selecting one of the following radio buttons:
 - **PLCO GUI User** - Activate this radio button if the user you are adding is a Plant Clearance Officer (PLCO) and will be using the PLCO GUI applications in PCARSS.
 - **Screener Web User** - Activate this radio button if the user you are adding is a screener that will be using PCARSS to search for and requisition excess inventory via the Web.
 - **Contractor Web User** - Activate this radio button if the user you are adding is a Contractor and will be using PCARSS to submit and dispose of inventory items via the Web.
4. Select **OK**. The GUI user screen for the user type you are adding appears.
 - If you are adding a PLCO GUI user, see below.
 - If you are adding a Contractor Web or Screener Web user, see section 3.3.6.

3.3.5. If you are adding a PLCO GUI User:

You can enter the PLCO GUI Userscreen in one of two ways:

- By highlighting an existing PLCO GUI user record on the User Maintenance screen and clicking **OK**.
- By clicking **OK** on the Add User dialog if you are entering a new PLCO GUI User.

The following screen appears

The GUI User screen is where you enter a PLCO's user profile.

To enter a PLCO GUI User, you need to know that PLCO's code, office symbol, valid DoDAACs and address.

This field allows you to specify which function will open by default after the user successfully logs in.

Figure 3-2 PLCO GUI User Screen

3.3.5.1. PLCO GUI User Buttons

Click this button:	To do this:
Group	Opens the Group screen. (See section 3.4.)
Return	Returns to the User Maintenance screen.
Add	Adds a DoDAAC to the DoDAAC list. (See section 3.3.5.3.)
Remove	Removes a DoDAAC from the DoDAAC list. (See section 3.3.5.3.)

3.3.5.2. PLCO GUI User Fields

Enter information for the PLCO user into the following fields:

User ID

This field displays automatically. This is the User ID you defined previously for the user.

User Types

This field displays PLCO GUI and designates that the type of user you are entering is a PLCO.

Last Name

Enter the last name of the user. This information is required.

First Name

Enter the first name of the user. This information is required.

Office Symbol

Enter the office symbol for this PLCO.

PLCO ID

Enter the PLCO ID you want associated with the user. This field automatically defaults to the user's User ID. This code identifies the PLCO user on reports and screens.

PLCO Code

Enter the **PLCO Code** for the user. This field is required. If you prefer, you can select the PLCO code from the adjoining list box.

DoDAAC

Enter the Department of Defense Address Activity Code (DoDAAC) to which the user has access. Use the Add and Remove push buttons to enter a DoDAAC or to delete a DoDAAC from the list the user can access. See section 3.3.5.3 for steps on adding and deleting DoDAACs.

Address Line 1

Enter the Address PLCO's street address.

Address Line 2

If necessary, enter a second line for the PLCO's street address.

City

Enter the city portion of the address.

State

Enter the state portion of the address

Country

Enter the country portion of the address.

Province

Enter the province portion of the address. This field is only available if you have selected Canada for the country portion of the address.

Zip

Enter the city portion of the address.

Telephone

Enter the telephonenumber where this PLCO can be reached.

Telephone Ext

Enter an extension for the user.

DSN

Enter the DSN associated with the user.

Note: To delete a DSN, place the cursor at the end of the field (to the right of the last number of the DSN) and use the**backspace** key to delete the entry.

DSN Ext

Enter the DSN extension (up to 5 digits) for the user.

Fax

The 10 digit fax number (first three digits are for the area codefor the user associated with the User ID. This is a required field.

DRA

Enter a four character DRA for the user.

E-Mail Address

Enter the PLCO's e-mail address This is a required field

Group User Belongs To

This field displays the PCARSS group to which the user belongs.

Screen Preference

This field defaults to the application that you want PCARSS to open for this user after logging on. This default screen is set in the Preferences function under the Option menu. You can override the default setting.

3.3.5.3. Adding and Removing DoDAACs for a PLCO.

You can add or remove the DoDAACs associated with a user. The DoDAAC must be present in the DoDAAC Validation Table for you to associate it with a user.

How to Add a DoDAAC:

1. From the GUI User screen, click the **Add** button (next to the **DoDAAC** field). The Add DoDAAC dialog box appears:

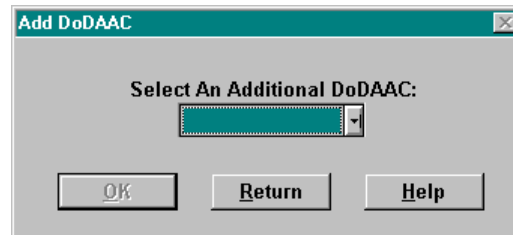


Figure 3-3 Add DoDAAC Dialog Box

2. Select the DoDAAC that you want to associate with the user and click **OK**. That DoDAAC is now available for the user and appears in the DoDAAC field.

Having Problems?

If the DoDAAC that you want to add does not appear in the **Select an Additional DoDAAC** list box, you may need to add it to the DoDAAC Validation table. See Section 10 for more information on the DoDAAC Validation Tables.

How to Remove a DoDAAC:

1. From the **DoDAAC** field on the GUI User screen, select the DoDAAC that you want to remove from the user's record.
2. Click the **Remove** button (next to the **DoDAAC** field).
3. PCARSS removes the DoDAAC from the list of available DoDAACs for the user. That DoDAAC is still available for other users and is still a record in the DoDAAC Validation Table.

3.3.6. If you are adding Web User (Screener or Contractor)

You can enter the Web User screen in one of two ways:

- By highlighting an existing Web Contractor or Screener record on the User Maintenance screen and clicking OK.

- By clicking **OK** on the Add User dialog if you are entering a new Web Contractor or a new Screener.

The following screen appears

The Web User screen is where you enter a Screener or Contractor user profile. For Web users you must enter a CAGE code, for Screeners, you must enter a DoDAAC.

Figure 3-4 Web User Screen

3.3.6.1. Web User Buttons

Click this button:	To do this:
Group	Opens the Group screen (See3.4.)
Return	Returns to the User Maintenance screen.

3.3.6.2. Web User Fields

Enter information for the PLCO user into the following fields:

User ID

This field displays automatically. This is the User ID you defined previously for the user.

User Types

This field displays PLCO GUI and designates that the type of user you are entering is a PLCO.

First Name

Enter the first name of the user. This information is required.

Last Name

Enter the last name of the user. This information is required.

The CAGE code field is only available if you are adding a Screener type user.

CAGE Code

Enter the 3-character (alphanumeric) Commercial and Government Entity (CAGE) code for the user. You will only see this field if you are adding a Contractor type user.

The DoDAAC field is only available if you are adding a Contractor type user.

DoDAAC

Enter the Department of Defense Activity Address Code (DoDAAC) to which this user has access.

Address Line 1

Enter the street address for this user.

Address Line 2

Enter the second line of the street address, if necessary.

City

Enter the city portion of the address

Country

Enter the country portion of the address

The State field only appears if the country is USA.

State

Enter the state portion of the address. This field only appears if the country is USA.

This Province field only appears if the country is Canada..

Province

Enter the province portion of the address. This field only appears if the country is Canada.

Zip

Enter the zip code for this address.

Telephone

Enter the telephone number (first three digits are for the area code) for the user. You can enter a number in either an international or US format.

Telephone Ext

Enter the telephone extension (up to 5 digits) for the user.

DSN

Enter the 7-digit Defense Switched Network code (DSN) for the user.

DSN Ext.

Enter the DSN extension (up to 5 digits) associated with this user.

Fax

Enter the user's fax number, if available.

Group User Belongs To

This field displays the PCARSS security group to which the user belongs.

3.3.7. Viewing or modifying A User Record

If you want to view or modify user records, you can by opening a user record, viewing it or making the changes and then saving the changes. If you are not sure of the User name or ID or need to find a user, you can do a search on the user records. For instructions on searching for users, see section 3.3.8.

How to View or Modify a User Record:

1. From the User Maintenance screen, highlight the user record that you want to view or modify.
2. Select OK. Either the PLCO GUI or the Web User screen appears depending on the type of user you have selected to view or modify.

3.3.8. Finding a User (Search Option)

PCARSS' search capabilities allow you to scan the PCARSS user records to find the user that you are looking for.

How to Find A User

1. Select **Search** from the Edit menu or on the toolbar. When you select **Search**, the Search dialog box appears with the cursor in User Id field.
2. Enter the **User ID** for the record you want to find, and then click the **Search** button (or press the Tab key and then the Enter key). The Search dialog box closes, and PCARSS displays the user record.
3. You can view and edit or delete this information.

or

Select **Close** at any time to close the **Search** dialog box and return to the User Account Maintenance screen.

3.3.9. Deleting A User

PCARSS allows you to delete users. Deleting a user record removes the user completely from the PCARSS database and terminates their relationship to the group they belong to and the ability to enter PCARSS.

Note: You can not delete a user if it is tied to any record in the PCARSS database.

How to Delete A User

1. From the User Maintenance screen, select (highlight) the user record that you want to delete.
2. Select **OK**. PCARSS displays that user record.
3. Select **Delete** from the **File** menu or from the **Edit** menu. PCARSS asks if you really want to delete this user.
4. To delete the user and remove the user record from PCARSS, select **Yes**.
or
To cancel the delete process and return to the User type screen, select **No**.

3.4. Creating Groups and Assigning Users to Groups

This section explains how to create security groups, assign rights to those groups, and add or remove users from groups. This section begins by introducing the Group screen and each field and button on that screen.

When you open (or access) the Groups function, you have four choices of what you could do next:

- Add a group See section 3.4.3.
- Delete a group. See section 3.4.4.
- Add users to groups See section 3.4.5.
- Remove users from groups See Section 3.4.6.

Each of these is explained in detail below.

When you select the Group button from the User Maintenance screen, the following Group screen appears:

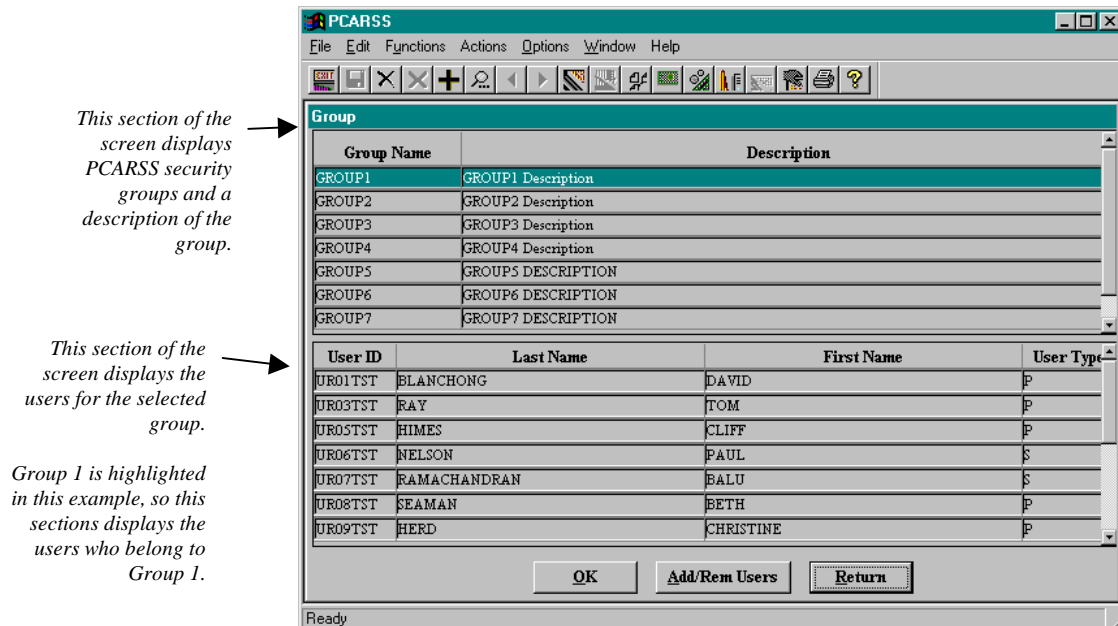


Figure 3-5 Group Screen

3.4.1. Group Screen Buttons

Click this button:	To do this:
OK	Open the record that is currently selected (highlighted). This will take you to the GUI User screen.
Add/Rem Users	Add or Remove a User from a group. Once you select this button, PCARSS displays the Add/Remove User screen (section 3.4.5).
Return	Returns to the User Maintenance screen.

3.4.2. Group Screen Fields

When you enter the Group screen, PCARSS automatically highlights the group at the top of the Group list and displays on the bottom of the screen the users in that group.

Group Name

Displays the Groups that you have set up in PCARSS. If you are setting up Groups for the first time, this field will be blank.

Group Description

Displays a description for the Group

User ID

Displays the user ID for a member of the selected (highlighted) group

Last Name

Displays the Last Name of the user.

First Name

Displays the First Name of the user.

User Type

Displays whether the user is a PLCO (P), Contractor (C), or Screener (S).

3.4.3. Add a Security Group

When you add a security group to PCARSS you need to define which database rights the group can have for each of the PCARSS functions.

How to Add a Security Group

1. From the Group window select **Insert** from the **Edit** menu or the toolbar. The following dialog box appears:

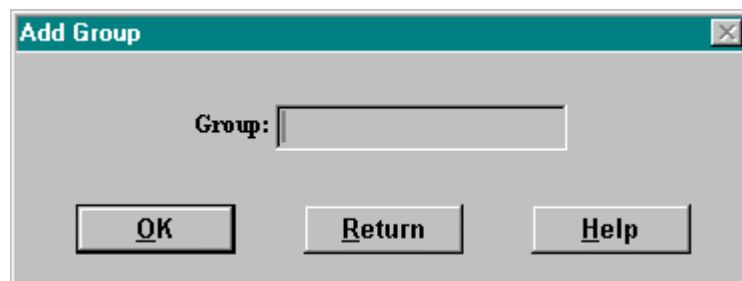


Figure 3-6 Add Group Dialog Box

2. Enter a **Group** identifier.
3. Select **OK**. The following OK/Add Group window appears:

You must define database access rights for each of these PCARSS functions.

Functions	Read	Insert	Update	Delete
Inventory Schedules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Referrals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Build Cases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requisitions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Final Dispositions	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Transfers	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Validation Tables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File Transfer	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
MRP Requisitions	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
DADS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3-7 OK/Add Group Window

4. Select (check) which type of database access rights: Read, Insert, Update, or Delete, the group will have for each of the PCARSS functions. Refer to Appendix A for a definition of the impact of each right to each PCARSS function. Each function defaults to Read.

Note: Granting Read is actually giving the group or the ability to view or open the function. Therefore, if Insert, Delete, or Update are granted for a function, the group automatically receives Read rights.

5. Select **Save**. PCARSS saves the record.
6. Click the **Return** button to go back to the Group screen. You can now add users to the group

3.4.4. Delete a Security Group

Before you can delete a security group, you must remove the users from the Group. See section 3.4.6 below for instructions on removing a user from a group. Below are instructions for deleting a security group.

How to Delete a Security Group:

1. From the Group screen, select the Group that you want to delete.
2. Select **Delete** from the **Edit** menu or the toolbar. If users still belong to the group PCARSS will prompt you to remove the users first.
3. PCARSS asks if you are sure that you want to delete the group.
4. Select **Yes**. PCARSS removes the group

3.4.5. Adding Users to Security Groups

After you create and save a group, you can add users to it. Below are instructions for adding user to groups.

How to Add Users to a Group:

1. From the Group window, click the **Add/Remove Users** button. The following screen appears:

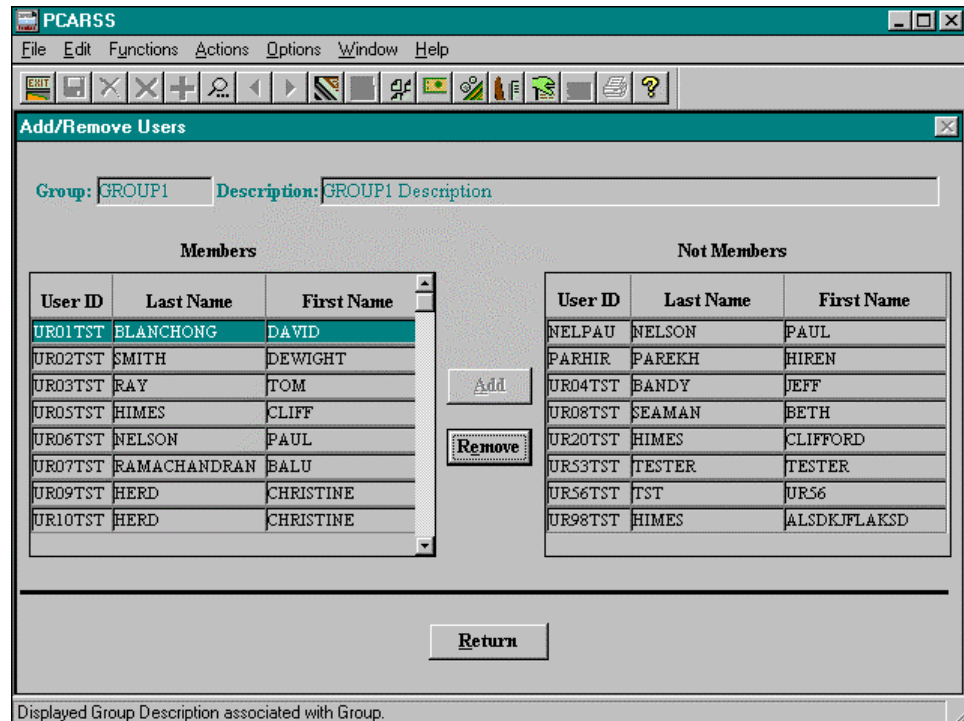


Figure 3-8 Add/Remove Users Screen

- From the **Not Members** table on the left side of the screen (Figure 3-8), highlight the user that you want to add.
- Click **Add**. PCARSS adds the user to the group.

3.4.6. Remove Users from Security Groups

Below are instructions for removing user from a group.

How to Remove a User from a Group:

- From the Group window, click the **Add/Remove Users** button. The following screen appears:

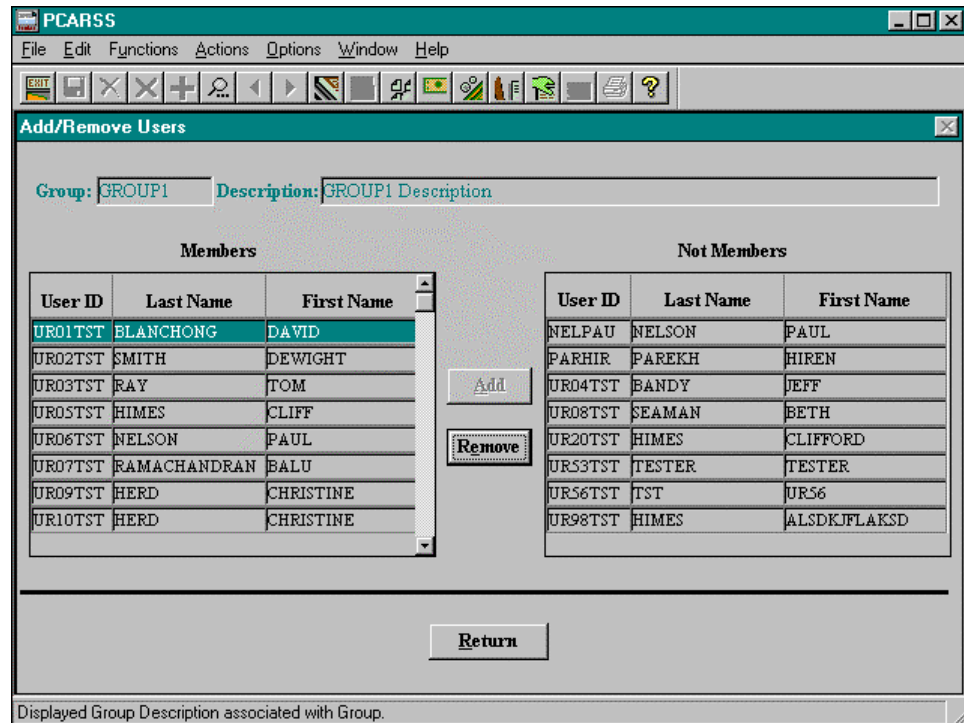


Figure 3-9 Add/Remove Users Screen

- From the **Members** table on the left side of the screen (Figure 3-8), highlight the user that you want to remove.
- Click **Remove**. PCARSS removes the user from the group.

4. Setting Preferences

The **Preference** function off the **Options** menu allows you to define which screen you want to open after you successfully log into PCARSS. Users can set their own Preference screen using this function. Users who have access to the Users function can set User's Preferences for each PCARSS user.

Each of these is described below.

4.1. Setting User's Preference

How To Set Preferences:

1. Select **Preference** from the **Options** menu. The following screen appears:

This field displays the current setting. To change this setting, select the function that you want PCARSS to open immediately after you login.

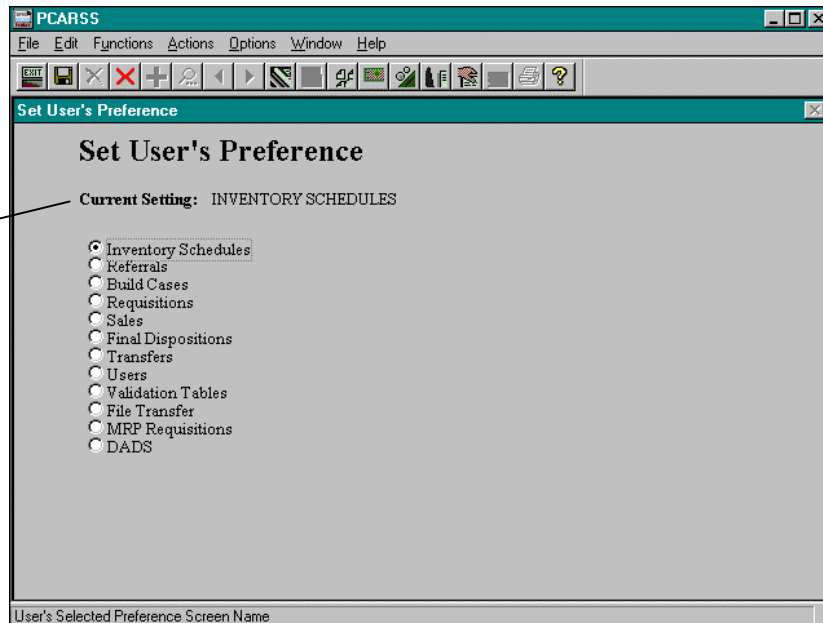


Table 4-1 Set User's Preference Screen

2. Select the function that you want PCARSS to open after successfully logging on.
3. Select **Save**.

You can also set each user's preference in their user profile. This is done using the **Users** function on the **Functions** menu. Each user record has a field called Screen Preference where you can select which screen you want to open after the user logs in. Remember, however, that all users can set their own preferences using the **Preferences** option on the **Options** menu.

A.Appendix – Database Rights Table

PCARSS Function	Read	Insert (Insert capabilities imply Update and Read capabilities)	Update (Update capabilities imply Read capabilities)	Delete (Delete capabilities imply Read capabilities)
Inventory Schedules	Allows you to open the Inventory Schedule function and to view schedule and item statuses.	Allows you to add, edit, and submit schedules and items to PCARSS.	Allows you to edit, submit, accept or reject inventory schedules.	Allows you to delete items from an inventory schedule. Schedules can be deleted if they have a status of "I" or "R".
Referrals	This function is not available until Phase II of PCARSS.			
Build Cases	Allows you to open the Build Cases function and to view Case statuses.	Allows you to build, edit, and submit cases.	Allows you to edit cases.	Allows you to delete schedules from a case. Cases can be deleted if they have a status of "I".
Requisitions	Allows you to open the Requisitions function and to view requisitions statuses.	Allows you to create, process , edit, and submit requisitions.	Allows you to edit, reject, and submit requisitions	Allows you to delete items from a requisition. Requisitions can be deleted if they have a status of "I".
Sales	Allows you to open the Sales function and to view sales and their statuses.	Allows you to create, process, edit, and submit sales.	Allows you to edit and submit sales or sale lots.	Allows you to remove items from a sale. Sales cannot be deleted.
Final Dispositions	Allows you to open the Final Dispositions function and to view the disposition status of schedules and items.	Insert capabilities are not available for this function.	Allows you to edit final dispositions.	Delete capabilities are not available for this function.
Transfers	Allows you to open the Transfer function.	Insert capabilities are not available for this function.	Update capabilities are not available in this function.	Delete capabilities are not available for this function.

PCARSS Function	Read	Insert (Insert capabilities imply Update and Read capabilities)	Update (Update capabilities imply Read capabilities)	Delete (Delete capabilities imply Read capabilities)
Users	Allows you to open the Users function and to view users and security groups.	Allows you to create, and edit security groups and add users to PCARSS	Allows you to edit user records or security groups.	Allows you to delete users and security groups that have no data associated with them in the PCARSS database.
Validation Tables	Allows you to open the Validation Tables function and to view tables.	Allows you to add to and edit records in the Validation Tables.	Allows you to edit records in the Validation Tables.	Allows you to delete records from Validation Tables.
File Transfer	Allows you to open the File Transfer function and to file statuses.	Insert capabilities are not available for this function.	Update capabilities are not available for this function.	Allows you to delete Flat Files.
MRP Requisitions	Allows you to open the MRP Requisitions function and to view requisition statuses.	Insert capabilities are not available for this function.	Update capabilities are not available for this function.	Allows you to delete Requisitions received from MRP.
DADS	This application is not available until Phase II.			

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